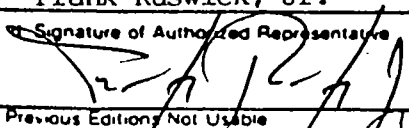


APPLICATION FOR  
FEDERAL ASSISTANCE

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED		Applicant Identifier <b>G. 6</b> <b>2/27/92</b>	
		3. DATE RECEIVED BY STATE		State Application Identifier	
		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
<b>5. APPLICANT INFORMATION</b>					
Legal Name <b>Michigan Department of Natural Resources</b>			Organizational Unit <b>Environmental Response Division</b>		
Address (give city, county, state, and zip code) <b>Ingham County</b> <b>P.O. Box 30028</b> <b>Lansing, Michigan 48909</b>			Name and telephone number of the person to be contacted on matters involving this application (give area code) <b>Esther Bradsher (Program) 517-373-9834</b> <b>Donna Holey (financial) 517-373-1750</b>		
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">             3 8 — 6 0 0 0 1 3 4           </div>			<b>7. TYPE OF APPLICANT: (enter appropriate letter in box)</b> <span style="border: 1px solid black; padding: 0 5px;">A</span>		
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <span style="border: 1px solid black; padding: 0 2px;">A</span> <span style="border: 1px solid black; padding: 0 2px;">C</span> A Increase Award    B Decrease Award    C Increase Duration D Decrease Duration    Other (specify): _____			A State                      H Independent School Dist B County                    I State Controlled Institution of Higher Learning C Municipal                J Private University D Township                K Indian Tribe E Interstate                L Individual F Intermunicipal           M Profit Organization G Special District        N Other (Specify) _____		
			<b>9. NAME OF FEDERAL AGENCY:</b> <b>U.S. Environmental Protection Agency</b>		
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">             6 6 — 8 0 2           </div> <b>TITLE: SUPERFUND</b>			<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> <b>New lump sum MSCA for RI/FS support.</b> <b>Initial funding request for 4 sites,</b> <b>Albion Sheridan, Mason Co. Landfill, Organic</b> <b>Chemicals, and Ott/Story.</b>		
<b>12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):</b> <b>Statewide</b>					
<b>13. PROPOSED PROJECT:</b>		<b>14. CONGRESSIONAL DISTRICTS OF:</b>			
Start Date <b>02/21/92</b>	Ending Date <b>03/31/93</b>	a Applicant <b>6th</b>		b Project <b>Statewide</b>	
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>			
a Federal	\$ 95,000.00	a YES THIS PREAPPLICATION APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON  DATE <b>02/21/92</b>  b NO <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372  <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW			
b Applicant	\$ .00				
c State	\$ .00				
d Local	\$ .00				
e Other	\$ .00				
f Program Income	\$ .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes    If "Yes," attach an explanation. <input checked="" type="checkbox"/> No			
g TOTAL	\$ 95,000.00				
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED</b>					
a Typed Name of Authorized Representative <b>Frank Ruswick, Jr.</b>		b Title <b>Assistant to Deputy Director</b>		c Telephone number <b>517-373-7917</b>	
d Signature of Authorized Representative 				e Date Signed <b>2/27/92</b>	

# BUDGET INFORMATION — Non-Construction Programs

2/26/92

## SECTION A — BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Superfund	66.802	\$	\$	\$ 95,000	\$ -0-	\$ 95,000
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$

## SECTION B — BUDGET CATEGORIES

6 Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) RI/FS	(2)	(3)	(4)	
a. Personnel	\$ 52,460	\$	\$	\$	\$
b. Fringe Benefits	15,018				
c. Travel	9,217				
d. Equipment	-0-				
e. Supplies	1,675				
f. Contractual	2,850				
g. Construction	-0-				
h. Other	1,451				
i. Total Direct Charges (sum of 6a - 6h)	82,671				
j. Indirect Charges	12,329				
k. TOTALS (sum of 6i and 6j)	\$ 95,000	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

"L" MSCA

**SECTION C - NON-FEDERAL RESOURCES**

02/26/92

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTALS (sum of lines 8 and 11)	\$	\$	\$	\$

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 95,000	\$ 23,750	\$ 23,750	\$ 23,750	\$ 23,750
14. NonFederal					
15. TOTAL (sum of lines 13 and 14)	\$ 95,000	\$ 23,750	\$ 23,750	\$ 23,750	\$ 23,750

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTALS (sum of lines 16 - 19)	\$	\$	\$	\$

**SECTION F - OTHER BUDGET INFORMATION**

(Attach additional Sheets if Necessary)

21. Direct Charges: \$82,671	22. Indirect Charges: \$12,329 (18.27%)
23. Remarks See attached narrative	

## OVERVIEW

### Lump Sum

The purpose of this application is to obtain a lump sum multi-site cooperative agreement (MSCA) to fund remedial investigation/feasibility study (RI/FS) support for federal lead sites. The Michigan Department of Natural Resources (MDNR) will provide the Environmental Protection Agency (EPA) with technical assistance and community relations support for RI/FS related tasks. While this MSCA will be non-site specific (lump sum), it will also be activity specific for "L" code (RI/FS) tasks. No other activities will be added to this agreement.

### Tracking & Billing

All funds awarded under this agreement will be expended and tracked on a site and activity specific basis. Costs will be accumulated by site and activity, and billed as a lump sum amount supported by an attachment showing amounts billed by site for the specified activity. Quarterly Progress Reports and Financial Status Reports will be submitted on a site and activity specific basis.

### Basis for Funding Request

The lump sum amount requested is based on the following estimated cost breakdown.

Albion Sheridan (AN)	\$30,000
Mason Co. LF (E3)	\$15,000
Organic Chemical (9P)	\$30,000
Ott/Story (02)	<u>\$20,000</u>
	\$95,000
	=====

A site narrative and task listing for each site follows the overview, followed by a comprehensive object class budget. At the end is a complete listing of the current Management Assistance (support agency) task definitions. Note that current language additions are in bold type (tasks 1.03 and 1.11).

Three of the four sites to be funded under this agreement have had prior funding for this activity under either V005843-01 or V005851-01. Since we are committed to closing down those two old MSCAs, we are shifting additional funding requests to the lump sum MSCAs wherever possible. A brief explanation of the status of prior funding is included in "Scope of Work" section.

### Change Procedure

When it becomes necessary to add a site to this MSCA, that will be accomplished by an exchange of letters between the State Project Coordinator (SPC) and the Project Officer (PO). The SPC will send a letter to the PO

### OVERVIEW, continued

#### Change Procedure, continued

requesting the addition of the site to the MSCA, identifying the project manager, explaining the tasks to be performed, and detailing how the site will be funded until such time as an amendment application is submitted for additional funding. For example, a site remedial action may have been delayed, resulting in a slower (or later) expenditure rate than anticipated which would allow the temporary shifting of funds to cover the new site until additional funding could be obtained.

The same procedure would apply to significantly modifying the tasks active on a given site. An exchange of notification and approval letters between the SPC and PO would suffice, with the change to be incorporated into the next formal amendment.

#### Benefits of Lump Sum MSCA

The major advantage to this approach is the ability to add sites as appropriate and begin work without the potential 3 month lag involved in requesting funding, preparing an amendment package, and processing through the MDNR and the EPA. Another advantage is the cleaner and simpler relationship between the activity and the MSCA. This should make tracking and billing less complicated, and hence more accurate. An easier system that functions in something near real time should be a major asset to our mutual goal of better project and fiscal management.

#### Budget Notes

For MDNR, Attorney General support is a contractual cost. Where Attorney General support is needed, the object class budget will reflect a larger contractual allocation than may be usual in a support agency agreement. Another source of contractual costs is the use of the MDNR services outside the Environmental Response Division. These may include services such as surveying or mapping.

The category "Other" is used for miscellaneous services which may include photographic work or copying services. It also includes the agreed upon audit rate.

## PROGRAM NARRATIVE STATEMENT

### ALBION-SHERIDAN LANDFILL - CALHOUN COUNTY, MICHIGAN

#### BACKGROUND:

The Albion-Sheridan Township Landfill is located in the southeast quarter of section 36, Sheridan Township. It is approximately 21 acres in size and is situated within one mile of the City of Albion. The landfill received unknown quantities of general refuse and industrial wastes. About 6,000 cubic yards of metal hydroxide and carbonate sludges were disposed of in the fill area. These wastes were approved for disposal in the early 1970's and they were used to cover the landfill in the late 1970's. Also reportedly disposed of at this site were a large quantity of drummed waste, of which the origin and nature is not known.

Inorganic chemical contaminants have seeped into the shallow aquifer beneath the site. The groundwater directional flow in the shallow aquifer is suspected to be south/south west. It is probable that this contamination is, therefore, discharging to the North Branch of the Kalamazoo River, located two hundred yards south of the southern boundary of the known fill area. Significant levels of nickel (1,000 mg/kg), lead (280 mg/kg) and cyanide (2,100 mg/kg) were found in soil samples and chlorides and nitrites/nitrates have been found in water samples associated with the site. The site ceased accepting waste in 1980 but was never properly closed according to Act 641, the Solid Waste Management Act. The landfill has no appropriate cover nor is it lined according to standards.

#### ACTIONS TO DATE

In March, 1986, the EPA Field Investigation Team conducted a site investigation and generated a report. The report documented levels of contamination that were of concern and which helped provide the data necessary to score the site for the National Priorities List. In June, 1990, under the supervision of the EPA, the PRP's conducted a removal action at the site in which approximately 50 drums of waste were removed from the surface of the fill area.

#### SCOPE OF WORK

MDNR will be providing technical management assistance and community relations assistance to U.S. EPA under this request for an addition to the Multi Site Cooperative Agreement. We are requesting new funds for the EPA lead Remedial Investigation/Feasibility Study activity that is expected to start in FY92, Q3. No previous funding has been received for this site.

New Multi-site Cooperative Agreement for RI/FS support (L code)

APPLICATION FOR FEDERAL ASSISTANCE  
TASK BUDGET  
FY92 Q2

NEW MSCA  
Albion-Sheridan LF  
RI/FS (L)

TASK	DESCRIPTION	AMOUNT
=====	=====	=====
1.01	File searches and reviews	\$500.00
1.02	Scope of Work Review	\$1,000.00
1.03	Assist in routine RP communications & negotiations	\$500.00
1.04	Review of project reports and documents	\$6,000.00
1.05	Assistance in obtaining site access	\$1,000.00
1.06	Assistance in oversight of on-site activities	\$12,000.00
1.07	Recommendations of preferred remedial action alternatives and preparation of ARAR's	\$1,500.00
1.12	Liaison between U.S.EPA and State programs	\$500.00
1.13	Provide various sampling, analytical, and/or engineering services	\$1,000.00
2.01	Initial Contact	\$200.00
2.02	Community Relations Plan	\$1000.00
2.03	Mailing lists	\$100.00
2.04	Information Repository	\$700.00
2.05	Community updates	\$400.00
2.06(a)	Community meetings	\$1,000.00
2.07	Progress reports (Newsletters)	\$400.00
2.08	Respond to inquiries	\$300.00
2.09	News releases	\$200.00
2.10	Issue progress reports concerning public comment period	\$300.00
2.11	Special information sessions	\$600.00
2.12	Responsiveness Summary	\$800.00
		=====
	BUDGET TOTAL	\$30,000.00

## PROGRAM NARRATIVE STATEMENT

### MASON COUNTY LANDFILL - MASON COUNTY, MICHIGAN

#### BACKGROUND:

The Mason County Landfill began operation in late 1971, and was operated for the Mason County Department of Public Works (DPW) by Acme Disposal Company of Ludington. During its operation, the landfill received residential, commercial and industrial refuse, liquids and sludges. The site was closed by ACME Disposal Company in August 1978; however, the closure plan was not followed. Since closure, the site and adjacent properties have been impacted by erosion and contamination with site related contaminants. Groundwater and surface water (Iris Creek) contamination has been confirmed. Contaminants include ethylbenzene, TCE, DCE and toluene. Two residential wells have been contaminated and replaced with deeper wells by MDPH through Act 307.

In 1983, the Mason County DPW received a grant of \$92,000 for improvements to the landfill. The clay cap was improved, a sedimentation basin was constructed downstream from an existing pond and is currently being aerated. Two adjacent properties were bought by the County. Sixteen methane vents have been placed in the top of the fill to vent off gases.

#### ACTIONS TO DATE:

Two contaminated wells north of the landfill have been replaced, the Dain's well (by the County and subsequently by the State through Act 307 as it became contaminated again), and the May well by the State through Act 307.

Negotiations between EPA and PRP's were unproductive with all PRP's declining to perform the RI/FS. Consequently, CERCLA funds were authorized for a RI/FS. Site work began in September 1986 and was completed in December 1987. The FS was finalized in August 1988. A Record of Decision (ROD) was issued for the site in September 1988. The ROD was split into two operable units, the landfill contents and the groundwater. These are being acted upon separately to obtain a partial remedy (cap the landfill) prior to completion of the groundwater portion of the RI.

EPA issued a Unilateral Administrative Order under Section 106 of CERCLA in April 1989 for the completion of the Landfill Contents Operable Unit. Mason County agreed to implement the remedy to cap the landfill. Construction of the cap began in November 1990. Cap construction was essentially completed by October 1991 and included fence construction and new monitoring well installation. Minor repairs to the cap and drainage swales are scheduled to be completed in the spring of 1992. The Groundwater Operable Unit is continuing in the RI phase with groundwater monitoring scheduled for the new and old monitoring wells.



**MASON COUNTY LANDFILL (cont.)**

SCOPE OF WORK:

MDNR is providing technical management assistance and community relations support to EPA for EPA lead RI/FS activities. Biannual groundwater monitoring is scheduled to assess the effectiveness of the landfill cap. MDNR is requesting additional funds to continue to provide management assistance for these tasks. This site and activity were previously funded under MSCA V005851-01. We will continue to draw down these older funds until they reach zero, or until the end of FY92, whichever comes first.

APPLICATION FOR FEDERAL ASSISTANCE  
TASK BUDGET  
FY92 Q2

NEW  
MASON COUNTY LF  
RI/FS

TASK	DESCRIPTION	AMOUNT
=====	=====	=====
1.04	Review of project reports and documents	\$8,000.00
1.06	Assistance in oversight of on-site activities	\$5,000.00
1.07	Recommend preferred RA alternatives/prep of ARARs	\$1,500.00
2.08	Respond to inquiries	\$500.00
		=====
	BUDGET TOTAL	\$15,000.00

## PROGRAM NARRATIVE STATEMENT

### ORGANIC CHEMICALS, INC. - KENT COUNTY, MICHIGAN

#### BACKGROUND:

Organic Chemicals, Inc., (OCI) occupies twenty acres of land three quarters of a mile southeast and upgradient of the Grand River. The facility reclaims spent solvents, and manufactures small quantities of various organic chemicals.

OCI has been operating on this site since 1969. Prior to this, the site was used as a bulk petroleum terminal and as a crude oil refinery. The land surrounding the site has been used for industrial activities.

From at least September 1974 to June 1980, the OCI facility discharged process wastewater and other water to a seepage lagcon on the site, contaminating the groundwater. Analyses detected 3,586 parts per million (ppm) total organic carbon, as well as methylene chloride, toluene, trichloroethene, 1,1 dichloroethane, and almost 70 other substances.

#### ACTIONS TO DATE:

In November of 1979, MDNR requested that OCI perform a hydrogeological study. The study revealed information about groundwater flow and the presence of groundwater contamination.

A Preliminary Assessment for the site was performed by an EPA contractor on January 23, 1983. The Preliminary Assessment documented potential groundwater contamination from a solvent-contaminated seepage lagoon. Soils beneath this lagoon were found to be heavily contaminated. Subsequent inspection by MDNR personnel revealed RCRA violations and illegal disposal of hazardous waste at the facility.

EPA initiated discussions with Organic Chemicals to have them undertake a Remedial Investigation/Feasibility Study (RI/FS). These discussions resulted in EPA funding the RI/FS.

EPA conducted a preliminary field investigation to further characterize the OCI site in the fall of 1988. During 1989, EPA's contractor drilled 26 wells and 6 soil borings, collected numerous surface soil samples, collected two rounds of groundwater sampling from these wells, and sampled from three test pits. These results are documented in a final technical memorandum released May 18, 1990. A remedial investigation/focused feasibility study report is being developed to look at various treatment technologies to address the seepage lagoon under an operable unit. EPA intends to initiate a phase II of the remedial investigation (RI) in the near future to address the petroleum-related contamination and other remaining contamination areas at the site. This is intended to complete the remedial investigation at the site.

ORGANIC CHEMICALS, INC. - KENT COUNTY, MICHIGAN

SCOPE OF WORK:

MDNR has reviewed the remedial investigation/focused feasibility study reports and the interim action Record of Decision was signed in September 1991. A Phase II is expected to begin in the summer of 1992 and intends to cover assessing the extent and treatability of the petroleum-related contamination and adequately address all areas of the site not previously addressed.

Being that the geology of the site is more complex than anticipated, more monies have been spent in RI field monitoring and document review. Work on clarification of CERCLA versus RCRA-regulated activities at the site has also incurred expense. It is anticipated that the RCRA regulated area will be turned over to Superfund, thus requiring additional RI field work. Because the site has taken on a phased approach, and MDNR has been, and will be, providing much greater technical assistance than originally anticipated, we are asking for an additional \$30,000 in RI/FS funding. Previous funding for RI/FS support on this site was under MSCA V005843-01. It is anticipated that the balance of funding under that MSCA will be used up by the end of Q2 FY92. When V005843-01 is drawn down to zero for this site and activity, then charges will be billed against this new lump sum MSCA.

APPLICATION FOR FEDERAL ASSISTANCE  
TASK BUDGET

NEW MSCA  
ORGANIC CHEMICALS  
RI/FS

TASK	DESCRIPTION	AMOUNT
=====	=====	=====
1.02	Scope of work review	\$6,000.00
1.04	Review of project reports and documents	\$13,000.00
1.06	Assistance in oversight of on-site activities	\$3,000.00
1.12	Liaison between U.S.EPA and State programs	\$1,500.00
1.13	Provide various sampling, analytic & eng. services	\$6,000.00
2.08	Respond to inquiries	\$500.00
		=====
	BUDGET TOTAL	\$30,000.00

## PROGRAM NARRATIVE STATEMENT

### Ott/Story/Cordova, Muskegon County

#### Background:

The Cordova Chemical Company facility is located in Dalton Township, Muskegon County, north of the city of Muskegon. Various chemical companies have occupied the site since 1957. Water supplies were obtained from on-site wells and wastewater was disposed of via seepage lagoons. The facility was abandoned in 1977, by then owner Story Chemical Company. Waste handling practices at the site from 1957 to 1977 resulted in extensive groundwater contamination, contaminated soils, and unprotected tanks of phosgene gas. Approximately 1.2 billion gallons of groundwater contaminated with organic chemicals, including 16 priority pollutants, is moving into Little Bear Creek and its tributary, causing serious degradation of one mile of stream.

Before acquiring the facility in late 1977, Cordova Chemical Company and the State of Michigan entered a Stipulation and Consent Order whereby Cordova Chemical Company agreed to neutralize and dispose of phosgene gas, and pay \$600,000 to the State for abatement of pollution problems. The State agreed to remove 8,700 fifty-five gallon drums and 8,000 cubic yards of sludges and contaminated soils, put \$100,000 toward an alternate water supply system for affected residents. Both parties have fulfilled their responsibilities under the agreement. All drums have been removed from the site. Commitments of local, state, federal, and private funds have been secured, and an alternate water supply system for homes with contaminated wells has been provided. However, extensive soil and groundwater contamination remains at the site. The facility is adequately fenced with Cordova Chemical controlling access.

#### Scope of Work:

EPA has the lead for RI/FS, RD and RA work. EPA Headquarters has split the project into three operable units. The first operable unit addresses the contamination of the Little Bear Creek system. The second operable unit considers total aquifer restoration measures. The third operable unit will consider principal threats posed by contaminated soil and sediments at the site. The U.S. 6th District Court in Grand Rapids has designated the parties responsible (RP's) for cleanup at the site. The RP's are now proposing settlement options. Numerous meetings will be held to attempt to settle before Phase Two of the trial scheduled for April, 1992.

We are requesting funds in the amount of \$20,000 to provide technical management assistance and community relations assistance to EPA as they conduct the RI/FS. Previous funding for this activity was under MSCA V005851-01. All charges from the date of this new award will be billed against this lump sum MSCA for this site and activity.

APPLICATION FOR FEDERAL ASSISTANCE  
TASK BUDGET  
FY92 Q2

NEW  
OTT/STORY  
RI/FS

TASK	DESCRIPTION	AMOUNT
=====	=====	=====
1.01	File searches and reviews	\$1,000.00
1.02	Scope of work review	\$1,000.00
1.03	Assist in routine RP communications & negotiations	\$1,000.00
1.04	Review of project reports and documents	\$3,500.00
1.05	Assistance in obtaining site access	\$250.00
1.06	Assistance in oversight of on-site activities	\$5,000.00
1.07	Recommend preferred RA alternatives/prep of ARARs	\$3,000.00
1.12	Liaison between U.S.EPA and State programs	\$4,500.00
2.06a	Community meetings support	\$500.00
2.08	Respond to inquiries	\$250.00
		=====
	BUDGET TOTAL	\$20,000.00

MSCA Task Descriptions (support agency funding) (revised 2/92)

The following narrative will describe the various tasks and activities which may be performed under this cooperative agreement. The site specific descriptions will delineate actual tasks and activities to be performed for each site.

1. Task 1. Technical Assistance - The MDNR will assign a project coordinator for each EPA and PRP site who will be responsible for coordinating project activities with U.S. EPA staff. The following represents the potential activities that may be conducted under the Technical Assistance task.

Task

- |      |  |   |
|------|--|---|
| 1.01 | File searches and reviews - Provide information pertinent to the project in MDNR files to U.S. EPA or its contractors in order to prevent duplication of work that has already been performed and increase project efficiency.   | Information summaries or copies of file documents as appropriate.                         |
| 1.02 | Scope of Work Review - MDNR project coordinator will coordinate and perform a technical and administrative review of draft and final project work plans or SOW's and will provide written state comments to the U.S. EPA.  | State comments on draft and final work plans or SOW's.                                    |
| 1.03 | Assistance in routine responsible party communications and negotiations - MDNR project coordinator will coordinate and/or perform the technical and administrative review of routine responsible party notices and demands, etc., will also provide technical assistance and review during negotiations with potentially responsible parties. A legal coordinator may be named to work with the project coordinator to coordinate legal review, where necessary, of such communications. | State comments on draft and final administrative orders, and cost recovery documentation. |
- Prepare cost recovery documentation for state-expended federal monies. Review cost recovery documentation. Provide support as needed.**

MSCA Task Descriptions (support agency funding) (revised 2/92)

Task

- |      |  |   |
|------|--|---|
| 1.04 | Review of project reports and documents - MDNR's project coordinate and/or perform technical and/or administrative review of draft and final project reports and other project documents and will provide written comments or responses to U.S. EPA staff.   | State comments or response on draft and final project reports, and other project documents.                 |
| 1.05 | Assistance in obtaining site access - MDNR's project coordinator will assist in obtaining site access. This may include documentation of property ownership, boundary surveys, access agreement letters, and meetings or telephone conversations with property owners. Records will be kept of efforts to obtain access.   | Access agreements or documentation of efforts in obtaining access.  |
| 1.06 | Assistance in oversight of on-site activities - The MDNR's project coordinator will assist the U.S. EPA staff or contractor in oversight of on-site activities. This may include observation of and comment on field activities, duplicate or split sampling and analysis, etc. Any concerns or suggestions regarding field activities will be expressed to EPA staff. | Field observation notes and data from any sample analysis.  |
| 1.07 | Recommendations of preferred remedial action alternatives and preparation of ARAR's - the MDNR project coordinator will coordinate and perform the state's evaluation of remedial action alternatives, and will recommend to the U.S. EPA the state's preferred remedial action alternative.   | The State's evaluation of remedial action alternatives and corresponding state ARAR's for each alternative. |
| 1.08 | Review of design plans and specifications - MDNR's project coordinator will coordinate and/or perform technical review of remedial action designs, plans, and specifications, and will provide written comment to U.S. EPA staff.  | State comments on remedial action designs, plans, and specifications.                                       |

MSCA Task Descriptions (support agency funding) (revised 2/92)

Task

- |      |  |   |
|------|--|---|
| 1.09 | Assistance in development of O & M plans and manuals - Because MDNR will be responsible for O & M of any remedial action, the MDNR project coordinator and other technical staff will provide extensive assistance to U.S. EPA in development of operation and maintenance plans and manuals. This may include initial input, drafting of portions of the documents, and review of draft and final plans and manuals.  | Drafts of portions of O & M plans and manuals, review comments, technical recommendations, etc. |
| 1.10 | Participation in periodic and final inspections during remedial action construction - The MDNR project coordinator and other technical staff will participate in inspections of construction and make any comments regarding compliance with design plans and specifications to the U.S. EPA.  | Inspection reports.   |
| 1.11 | Participation in any trial runs or startup of major equipment-Because MDNR will be responsible for operation and maintenance of remedial actions, the MDNR project coordinator and/or personnel to be involved in O & M will participate in trial runs and start up of major equipment. Any comments or recommendations will be submitted to the U.S. EPA.<br><br><b>This task includes MDNR involvement in the review and evaluation of on-site treatment processes, whether trial runs or full scale implementation, to determine if established cleanup standards for the site are being met.</b> | Field report or letter containing comments and recommendations.                                 |
| 1.12 | Liaison between U.S. EPA and State programs-the MDNR will supply the U.S. EPA necessary information to comply with the technical intent of any affected State permit program. This task shall not be for the act of obtaining permits, but rather to ensure compliance with the statutory requirements stated in Section 121 of SARA.  | Technical information.  |



MSCA Task Descriptions (support agency funding) (revised 2/92)

Task

- 1.13      Provide various sampling, analytical,      Sample analyses, grid maps, and/or engineering services. These      topographic maps, well services may be performed by MDNR      elevation surveys, etc. staff as direct personnel and fringe costs, or provided by a contractor as contractual costs. Services provided by other state staff outside the division may be considered contractual in nature.

2. Task 2. Community Relations Assistance - The MDNR will provide community relations staff to work with project coordinators for U.S. EPA lead sites to coordinate, assist in, and support the U.S. EPA's community relations program for each site. The following represents potential activities that may be conducted under this task.

Task

- 2.01      Initial Contact - Visit with key individuals who have a potential interest in the project and assess public interest, information needs and communication strategy. This will include local officials, residents, media, and others who may have expressed an interest.
- 2.02      Community Relations Plan (CRP)-      Community Relations Plan (CRP).  
prepare a plan for community relations in accordance with EPA guidelines and submit to the EPA for review and approval.
- For EPA Community relations lead, MDNR will review and comment on draft.

MSCA Task Descriptions (support agency funding) (revised 2/92)

Task

- |      |   |  |
|------|---|--|
| 2.03 | <p>Mailing Lists-Assemble a mailing list of interested parties. The Community Involvement Coordinator will contact local government officials to obtain names for a mailing list of residents living in the vicinity of site. These lists will include from less than 50 to several hundred local residents, local officials, media, and other interested parties. A copy of the master list will be submitted to U.S. EPA for its use.</p> <p>For EPA Community Relations lead, MDNR will assist in assembling mailing list.</p> | <p>Mailing List capable of xerox to label stock.</p> |
| 2.04 | <p>Information Repository-arrange for a repository available to the public and ensure that reports, fact sheets, news releases, brochures, etc., are mailed or delivered to the repository and that the existence of the repository is announced to the public.</p> <p>For EPA Community Relations lead, MDNR will assist as needed, such as periodic visits to ensure materials are up-to-date.</p>  | <p>Information Repository.</p>                       |
| 2.05 | <p>Community Updates-Provide periodic updates, by visit or telephone, to individuals with an interest in the project, including public officials, affected residents and environmental organizations. Updates may include small-group meetings.</p>   |  |

MSCA Task Descriptions (support agency funding) (revised 2/92)

Task

2.06

Community Relations-Arrange community meetings at key stages of site work. At a minimum, such meetings will occur: (1) at the beginning of the Remedial Investigation; (2) at the conclusion of the Remedial Investigation and (3) at the conclusion of the Feasibility Study and onset of the public comment period. Arrangements for the meetings include: scheduling the meeting, reserving a room, visual aids and equipment, advertising in local newspaper(s), and moderation of the meetings. Costs will include advertising and room rental charges. The State will develop an agenda and submit it to the EPA CRC for approval prior to meeting. The meeting at the conclusion of the Feasibility Study will include providing for a transcript of that meeting. The U.S. EPA Remedial Project Manager will contact the MDNR Project Manager at least four weeks in advance of a proposed public meeting to reach agreement on the date for the public meeting. The U.S. EPA Remedial Project Manager (RPM) will discuss with the MDNR Project Manager (PM), and reach agreement on, dates for public meetings at the earliest practicable time, in order to permit 4 weeks advance notice to MDNR Community Relations (CR) staff prior to a proposed public meeting. It is the responsibility of the U.S. EPA-RPM to initiate discussions of scheduling with the MDNR-PM, and the MDNR-PM's responsibility to notify the MDNR-CR staff.

Community Meetings. Transcript of FS public comment period meeting.

- 2.06(a) Community Meetings Support - MDNR CR staff and/or technical staff will attend public meetings arranged and conducted by U.S. EPA. Staff may participate in formal presentations or just be available to answer relevant questions. MDNR staff may also help supply any needed audio-visual equipment.

MSCA Task Descriptions (support agency funding) (revised 2/92)

Task

- 2.07 Progress Reports - Prepare periodic progress reports for distribution through site mailing list. Progress reports will be used to: (1) provide background information on the project and describe the Remedial Investigation; (2) provide updates on the RI as results are received and new information becomes available; (3) report results of the Remedial Investigation and Feasibility Study; (4) describe proposed remedial actions; and, (5) announce public meetings. Progress reports may include graphics if appropriate. Preparation will include writing, printing and mailing, using MDNR letterhead. Draft Progress reports will be reviewed by the MDNR-CR staff with the U.S. EPA-CR Coordinator by telephone prior to issuance. Progress Reports.
- For EPA Community Relations lead, MDNR will review and comment on draft reports.
- 2.08 Respond to Inquiries - Respond to questions from reporters and the public, by telephone or in person. To the extent practicable, responses to the media should be conveyed and discussed with U.S. EPA counterparts, particularly when new findings, information or site plans have been made public.
- 2.09 News Releases - U.S. EPA will prepare news releases and review by telephone with MDNR-CR staff prior to issuance. These will be developed at appropriate points, including before each public meeting and to announce the Record of Decision. News releases will be distributed by EPA. News Releases

MSCA Task Descriptions (support agency funding) (revised 2/92)

Task

- 2.10 U.S. EPA will deliver draft Feasibility Record of Public Comments.  
study reports to the local information  
repositories and will issue press  
releases regarding the public comment  
period. MDNR will issue progress  
reports concerning the public comment  
period to an established mailing list  
in appropriate instances. EPA-CR staff  
will be identified to receive public  
comments. If MDNR receives written  
comments, the original copy will be  
sent to the EPA-CRC.
- 2.11 Special Information Sessions - In  
addition to public meetings, special  
information sessions or workshops on  
particular topics or issues may be  
appropriate in some instances. The  
state will organize such activities  
and will assist U.S. EPA in conduct-  
ing them.
- 2.12 Responsiveness Summary - The MDNR may Responsiveness Summary  
submit recommendations to U.S. EPA Recommendations  
for the responsiveness summary. EPA  
will discuss its draft responsiveness  
summary with MDNR prior to issuance.
- 2.13 Revise Community Relations Plan - Revised CRP.  
Revise the Community Relations Plan  
when changes in the project suggest  
revisions are needed and/or at the  
completion of the Feasibility Study.
- For EPA Community Relations  
lead, MDNR will review and  
comment on draft revision.